

General Services Agency (GSA)
PROCUREMENT PLAN (SBA)
Source of Funding: Government of Liberia
Fiscal year: 2020/2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Vendor's Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/DRAWING GS	PREPARATION OF BID DOC.	PC APPROV. - BID DOC/ TECH SPECS	BID INVITATION & RELEASE OF BID DOC.	BID SUBMSN./ PUBLIC OPENING	SUBMISSION OF BID EVAL. REPORT	PC . APPROVAL - BID EVAL. REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE FINAL PAYMENT		
PLANNED	1	IFB No. GSA/SBA/RB /001/20/21	Scratch Card	16190	2,023.6Pcs	10,118	RB	8/25/2020	8/28/2019	8/30/2020	9/2/2020	10/2/2020	10/21/2020	10/28/2020	11/27/2020	N/A	06/15/2021	6/30/2021		
UPDATE																				
ACTUAL																				
PLANNED	2	IFBNO.GSA /SBA/RB/ 002/20/21	Petroleum Products (Diesel & Gasoline)	G4661	7,718 gal. @3.5	27,015	RB	8/25/2020	8/28/2019	8/30/2020	9/2/2020	10/2/2020	10/21/2020	10/28/2020	11/27/2020	N/A	06/15/2021	6/30/2021		
UPDATE																				
ACTUAL																				
PLANNED	3	IFBNO.GSA/SBA /RB/ 003/20/21	Stationery	G4761	Assorted	10,948	RB	8/25/2020	8/28/2019	8/30/2020	9/2/2020	10/2/2020	10/21/2020	10/28/2020	11/27/2020	N/A	06/15/2021	6/30/2021		
UPDATE																				
		SUBTOTAL																48,081		

Prepared by: Johnson F. Sloan
Procurement Director/ Manager

Approved by: Mary Davis
Head of Entity/Chairman Proc. Cmtee

Date: 11/19/2020



General Services Agency (GSA)
PROCUREMENT PLAN (SBA)
Source of Funding: Government of Liberia
Fiscal year: 2019/2020

	Item NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Vendor's Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREPARATION OF BID DOC.	PC APPROV. – BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC.	BID SUBMSN./PUBLIC OPENING	SUBMISSION OF BID EVAL. REPORT	PC APPROVAL – BID EVAL. REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPT. FINAL PAYMENT
PLANNED	4	IFB No. GSA/SBA/RFQ /001/20/21	Repair of ICT Equipment	S9511	1Firm	9,000	RFQ	9/10/2020	9/14/2020	9/17/2020	9/21/2020	10/8/2020	10/13/2020	10/20/2020	11/27/2020	N/A	6/15/2021	6/30/202
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. GSA/SBA/RFQ /002/20/21	Printing & Binding Services	C1812	1Firm	2,400	RFQ	9/10/2020	9/14/2020	9/17/2020	9/21/2020	10/8/2020	10/13/2020	10/20/2020	11/27/2020	N/A	6/15/2021	6/30/202
UPDATE																		
ACTUAL																		
PLANNED	6	IFBNO GSA/RB /004/20/21	Vehicle Insurance	K6512	1Firm	38,000	RB	9/10/2020	9/14/2020	9/17/2020	9/21/2020	10/8/2020	10/13/2020	10/20/2020	11/27/2020	N/A	6/15/2021	6/30/202
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No. GSA/SBA/SS /001/20/21	Internet connectivity	J6120	1Firm	6,740	SS	8/25/2020	8/27/2020	8/30/2020	N/A	N/A	N/A	N/A	11/27/2020	N/A	6/15/2021	6/30/202
UPDATE																		
ACTUAL																		
GRAND TOTAL						104,221												

Prepared by: Johnson F.S/eqm
Procurement Director/ Manager

Approved by: Mary Bort
Head of Entity/ Chairman Proc. Cmtee

Date: 11/17/2020

Name of Entity: General Services Agency
Procurement Plan Explanatory Notes
Fiscal Year: 2020/2021

No.	Code	Package	Content of the Package
1.	IFB#. GSA/SBA/RB/001/20/21	Scratch Card	This contract package is from the budget line item Telecommunication and Internet which is intended to procure 2,023.6 pieces of assorted scratch cards to facilitate communication at GSA. (1,023 pieces of Lonestar& 1,000 pieces of Orange
2.	IFB#. GSA/SBA/RB/002/20/21	Petroleum Products (Diesel & Gasoline)	This contract package is from the budget line item Fuel and Lubricants Vehicle and Generator which is intended to procure 7,718 gallons of petroleum products (gasoline and diesel) to facilitate smooth operation of GSA during the fiscal year 2020/2021.
3.	IFB#. GSA/SBA/RB/003/20/21	Stationery	This contract package is intended to procure the following stationery items: A4 papers 1,200 reams, ballpoint pens, manila folder 80pks, legal paper 75 reams, files etc.
4.	IFB#. GSA/SBA/RFO/001/20/21	Repair of ICT Equipment	This contract package is intended to procure assorted parts for all GSA desktop computers, laptops, such as Heavy duty HP Printer, Desktop Computer, A3 Scanner, Network Toolkit etc....
5.	IFB#. GSA/SBA/RFO/002/20/21	Printing& Binding Services	This contract package is intended for the procurement of printing, binding, of assorted documents and such as ID cards, letter heads, envelopes, billboards, binding of documents, bid documents etc..
6.	IFB NO. GSA/RB/004/20/21	Vehicle Insurance	This contract package is intended to procure the service of an insurance company of motor vehicle insurance service comprehensive and third party coverage for 24 GSA Vehicles.
7.	Internet Connectivity include: purchasing of internet services from the Liberia Telecommunication Corporation (LIBTELCO). The fund is paid directly by MFDP to the supplier ; the estimated amount of this package is USD6, 740.00.		
8.	Water and Sewage include: purchasing of water supplies and sewage services from the Liberia Water and Sewer Cooperation (LWSC), but is not indicated on the Procurement Plan because it is paid directly by MFDP to the supplier and the estimated amount of this package is USD3, 500.00.		
9.	Electricity include: purchasing of electric power from the Liberia Electricity Cooperation (LEC), but is not indicated on the procurement plan because it is paid directly by MFDP to the supplier and the estimated amount of this package is USD6,500.00.		

